

## ***Policy and Procedure Development***

Approved: 

Date: May 2012

### **I. Policy**

Uniform policies and procedures expressing system philosophies, goals, and operational procedures shall be developed, maintained, and approved by the Administrative Office of Probation in concurrence with the Supreme Court. Policies and procedures shall be made accessible to all employees.

Policies and procedures shall be monitored regularly and revised as necessary to ensure compliance with System program goals.

### **II. Purpose**

To achieve continuity in the performance of certain Probation-related functions, policies and procedures are necessary and are required by statute.

### **III. Reference**

[Neb. Rev. Stat. § 29-2250 \(2\)](#)

[Neb. Rev. Stat. § 29-2252 \(2\)](#)

[Neb. Rev. Stat. § 29-2252 \(11\)](#)

### **IV. Procedure**

All Nebraska Probation System employees shall be encouraged to participate in the formulation of policies and procedures through communication with the Administrative Office of Probation. All new and updated policies developed by the Nebraska Probation System shall follow the outline as reflected in the Policy and Procedure Development Form.

#### **A. Creation of a New Policy**

1. Upon determining that a new policy and procedure is needed or a current policy and procedure needs to be adjusted, the Probation Administrator will assign a Deputy Administrator, committee or other designee the responsibility of overseeing the completion of a draft policy. All draft policy shall include the following information in the Policy and Procedure Development Form describing what the policy is, the purpose as to why we need the policy, any reference such as statute, and the procedure as to how we carry out the policy.
2. Once the draft policy and procedure is completed, the Deputy Administrator, respective committee or designee shall submit the written document to the Executive Policy Committee for review and approval. The Executive Policy Committee shall be comprised of the Probation Administrator, Deputy Administrators, Assistant Deputy Administrators, chairs of all standing committees, and any ad hoc members deemed necessary.
3. Upon approval by the Executive Policy Committee and Probation Administrator, the policy and procedure shall be distributed to each Chief Probation Officer and the approved policy, protocol or form will be made available electronically to all

Nebraska Probation System employees. Each Probation district shall ensure distribution and explanation of the approved policy and procedure.

- B. The Deputy Administrator, respective committee or designee shall review policies and procedures annually for additions, deletions, modifications, and consistency.
- C. Protocols for policies and procedures should follow the outline as reflected in the Protocol Development Form.
- D. All Probation districts shall ensure the implementation of policies and procedures of the Administrative Office of Probation.